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2 June 1953

MEMORANDUM FOR : Deputy Director (Administration)

FROM: Chief, General Services Office

SUBJECT: Space Reallocation

General Services Administration is in the process of assigning to this Agency an additional 160,015 square feet of space. The space in Curie Hall (56,140 square feet) and that in Building [] (10,225 square feet) is vacant and will be ready for occupancy after completion of renovations. The dates of availability of space in Alcott Hall (21,850 square feet) and Barton Hall (38,800 square feet) have not yet been determined. Plans and specifications for renovations in the [] building (33,000 square feet) are being completed by Public Buildings Services preparatory to advertising and awarding of a contract.

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1. Deputy Director (Plans)

a. DD/P to be assigned a total of [] square feet of additional space in Building I, which is to be released by relocating certain DD/A and O/TR activities. DD/P functions will release 2,700 square feet in Buildings J and K and will be assigned 1,700 square feet in Building L. Also, approximately 1,800 square feet in Alcott Hall will be assigned to []

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b. TSS will release 19,700 square feet in Quarters Eye Building, through the assignment of 33,000 square feet in the []

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c. WH Division will remain as presently located in Quarters Eye Building.

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d. These moves will result in combining all activities of the DD/P in Buildings I, J, K, and L with the exception of WH Division, TSS and a portion of []. Furthermore, the DD/P will realize a total net increase amounting to [] square feet of space.

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2. Deputy Director (Administration)

a. The General Services Office will release a total of 12,475 square feet and acquire 15,380 square feet as follows:

(1) Space to be released:

North Building	2,815 square feet
Building I	7,960 square feet
Building L	1,700 square feet

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(2) Space to be assigned:

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<div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>	4,725 square feet	Chief, SM&F, Rec. Mgt.
Curie Hall	7,770 square feet	Mach. Rec. Div.
South Building	185 square feet	C&P Telephone Company
Building K	2,700 square feet	Reproduction

b. Personnel Office:

The Personnel Office will release a total of 49,200 square feet and acquire 41,180 square feet as follows:

(1) Space to be released:

North Building	7,600 square feet
Central Building	700 square feet
2210 E Street	5,750 square feet
Building I	21,100 square feet
Building J	1,250 square feet
<div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>	3,000 square feet
	9,800 square feet

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(2) Space to be assigned:

Curie Hall	41,180 square feet
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c. Office of the Comptroller:

The Office of the Comptroller will release a total of 13,590 square feet and acquire 22,460 square feet as follows:

(1) Space to be released:

Central Building	3,930 square feet
Building I	7,110 square feet
2210 E Street	2,550 square feet

(2) Space to be assigned:

Alcott Hall	7,520 square feet	(Fiscal)
Alcott Hall	2,500 square feet	(OAM)
<div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>	5,240 square feet	(Compt. & Budget)
Building I	6,800 square feet	(Finance & Audit)
Building M	400 square feet	(Credit Union)

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d. Security Office:

The Security Office will be assigned an additional 6,170 square feet in Building I.

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e. Logistics Office:

The Logistics Office will release a total of 3,255 square feet and acquire 12,140 square feet as follows:

(1) Space to be released:

Building I	2,880 square feet
2210 E Street	375 square feet

(2) Space to be assigned:

Curie Hall	2,340 square feet	(Transportation)
Alcott Hall	3,600 square feet	(Transportation)
Alcott Hall	1,000 square feet	(REMC)
Quarters Eye	5,200 square feet	(Supply & Proc.)

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(3) Upon the removal of TSS from Quarters Eye building [] it is planned to relocate the Real Estate and Construction Division and that part of Transportation Division from Alcott Hall to equivalent space in Quarters Eye building, thereby providing maximum concentration of activities of the Logistics Office in the latter building.

f. Medical Office:

The Medical Office will release 315 square feet in Building I and be assigned an additional 640 square feet in Building J, 400 square feet in Curie Hall, and 450 square feet in Alcott Hall.

g. Regulations Control Staff:

The Regulations Control Staff will release 540 square feet in the South Building and acquire an equivalent amount of space in the Central Building.

h. Auditor-in-Chief:

The Auditor-in-Chief will release 320 square feet in South Building and will be assigned equivalent space in Central Building.

i. General Counsel:

This activity will be assigned an additional 615 square feet in the South Building.

j. These moves will result in providing approximately 20,600 square feet of additional space for DD/A activities with the maximum possible concentration of these activities in Curie Hall, Alcott Hall and []

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3. Deputy Director (Intelligence)

a. The DD/I activities will not release any space. These activities will receive an allocation of 52,350 square feet of additional space.

(1) This space will be utilized as follows:

Barton Hall	32,000 square feet	(OSI)
2210 E Street	5,000 square feet	(OSI-TRM)
2210 E Street	450 square feet	(OS-Sovmat)
Central Building	4,500 square feet	(OSI-ED/D)
North Building	10,400 square feet	(OCD-Biographic)

(2) Space to be released by the above activities will be utilized by expansion of OSI and OHR in Buildings M and O, and OCD in Building M and [REDACTED]

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4. Office of Training

a. The release of 4,675 square feet by O/TR in Building I is included in the 31,515 square feet assigned to DD/P. O/TR will be assigned 5,000 square feet in Alcott Hall and 250 square feet in Central Building.

b. The O/TR units occupying 3,770 square feet at [REDACTED] will be assigned 3,450 square feet in Curie Hall, plus 1,000 square feet required for the Interim Training Group (provisionally-cleared professional people), now located in the Recreation and Services Building.

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c. This reallocation of space will result in releasing to General Services Administration 6,700 square feet at [REDACTED] and 19,000 square feet at [REDACTED], a total of 25,700 square feet. Only 9,800 square feet of space are being utilized at [REDACTED] at the present time.

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5. Office of Communications

This activity is not effected by any of the proposed space allocations.

6. Historical Project

The Historical Project will release 1,057 square feet in Central Building and be assigned 1,029 square feet at 2210 E Street.

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7. Chief, [REDACTED]

This activity will release 610 square feet in Building K and be assigned 639 square feet at 2210 E Street.

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8. Based upon these proposals, there will be vacant and unassigned for future expansion the following space:

<u>Building</u>	<u>Area</u>
2210 E Street	1,594 square feet
Quarters Eye	14,500 square feet
Barton Hall	6,800 square feet
Building J	800 square feet
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Total	23,694 square feet

9. Summary

<u>a. Activity</u>	<u>To Release</u>	<u>To Be Assigned</u>
Deputy Director (Plans)	22,400 sq. ft.	68,015 sq. ft.
Deputy Director (Int.)	-0-	52,350 sq. ft.
Deputy Director (Admin.)	79,695 sq. ft.	100,295 sq. ft.
Office of Training	8,445 sq. ft.	9,700 sq. ft.
Historical Project	1,057 sq. ft.	1,029 sq. ft.
Chief, 	610 sq. ft.	639 sq. ft.
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	112,207 sq. ft.	232,028 sq. ft.
b. Unassigned		23,694 sq. ft.
c. Space presently utilized to be released to OSA		
		6,700 sq. ft.
		9,800 sq. ft.
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TOTALS	112,207 sq. ft.	272,222 sq. ft.

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11. The General Services Administration has been requested to enlarge the cafeteria facility in Curie Hall and provide hot food for Agency personnel in place of the limited service now being furnished. The Administration has also been requested to enlarge the cafeteria in the Recreation and Service Building to the extent of furnishing an additional serving line and providing extra tables and chairs.

/s/
Chief, General Services Office

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CONCURRENCES:

<p style="text-align: right;">25X1A</p> <p>/s/ <u>Gen. W. H. H. Morris, Jr.</u> Gen. William F. H. Morris, Jr., A/D (Personnel)</p>	<p>subject to having the question resolved of location of Steno Pool (either Curie Hall or raised by Security Office. 4 June 53</p>
<p>25X1A</p> <p> /D (Communications)</p>	<p>4 June 53</p>
<p>25X1A</p> <p>for (minimum of 2 rooms required) Auditor-in-Chief</p>	<p>4 June 53</p>
<p>25X1A</p> <p>/s/ for Col. Matthew Baird, Director of Training</p>	<p>4 June 53</p>
<p>/s/ <u>Sheffield Edwards</u> Col. Sheffield Edwards, Director of Security</p>	<p>4 June 1953</p>
<p>25X1A</p> <p>/s/ for Lawrence R. Houston, General Counsel</p>	<p>4 June 1953</p>

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Col. Stanley J. Grogan, Asst. Historian (DCI)

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[Redacted]

(This space is not sufficient to provide for DD/P require-
(ments. Concurrence is based only on the statement by DD/P
(that no additional space can be made available in Bldgs. 1
Administration (DD/P

4 June 1953

J, KML

this

/s/ L

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[Redacted]

or Administration (DD/I)

4 June 1953

(A small additional amount of space will be

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(a necessity to the proper functioning of this staff

[Redacted]

Asst. (DD/A)

4 June 1953

/s/ E. R. Saunders

Edward R. Saunders, Comptroller

4 June 1953

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/s/

[Redacted]

for James A. Garrison, Chief of Logistics

4 June '53

Dr. John R. Metjen, Chief, Medical Office

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obtained by RJP 6/4/53

APPROVED:

WALTER REID WOLF
Deputy Director
(Administration)

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